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**Services**

**OUTDOOR RECREATION AREAS**

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This instruction establishes policies, procedures and responsibilities for the control and operation of Pope Park, Woodland Park, fitness trail, playground areas located at the Child Development Center, two areas located in Cardinal Heights housing area, five areas in Hillcrest housing area, in Ethridge/Maynard Street housing area and Warhawk Field. It applies to military, DOD civilians and their guests. **Records Disposition:** Documentation created by this publication will be maintained and disposed of IAW AFMAN 37-123, *Management of Records* and AFMAN 37-139, *Records Disposition Schedule*.

**SUMMARY OF REVISIONS**

Telephone number 1062 removed as it is no longer published. Updated policies regarding phone reservations and reservation fees for squadron/unit functions. **A bar ( | ) indicates revision from the previous edition.**

**1. General.** The picnic area is available to military families, organizations, groups and sections on a reservation basis. The playground located at the Child Development Center is for patrons only. The areas located in family housing are primarily for military families living in that particular area and their guests. The lighted ball diamonds are for varsity and intramural practices and games and can only be used on a reservation basis. Lighted ball diamonds and the tennis courts located behind the Fitness Center can be reserved through the Fitness Center. The courts located at the Youth Center are primarily used for Youth Center activities but can be reserved through the Youth Center when not scheduled for activities. All facilities are off-limits during hours of darkness except the lighted ball diamond, lighted tennis courts and Pope Park until 2400.

**2. Responsibilities:**

2.1. The Base Civil engineer (43 CES/CE) is responsible for:

- 2.1.1. Maintenance of all buildings, bleachers, official's score booths, fences, back stops, score clocks, playground equipment grounds around the areas and janitorial services for the comfort stations in the picnic areas and ball fields.
- 2.1.2. Policing and emptying trash containers in all areas except at the Child Development Center and the ball diamonds.
- 2.2. 43d Security Forces (43 SFS/SFO) will be responsible for monitoring all areas during the hours of darkness for illegal use and at other times as may be required.
- 2.3. 43d Services Squadron (43 SVS/SVRO) is responsible for:
  - 2.3.1. Maintaining a reservation system that will satisfactorily meet the needs of military personnel and their dependents desiring to use the picnic area.
  - 2.3.2. Inspection of all equipment and grounds in all areas identifying all known maintenance requirements to Equipment Rental, 794 Armistead Street.
  - 2.3.3. Cutting grass, policing, dragging, marking and minor repairs inside fenced areas of ball fields.
  - 2.3.4. Posting the park bulletin board with a copy of park rules.
- 2.4. Patrons are responsible for:
  - 2.4.1. Controlling sound equipment volume so as not to disturb persons in adjacent area at Pope Park.
  - 2.4.2. Emptying park trash cans into dumpster prior to leaving the area.

### 3. Procedures:

- 3.1. Reservations for the Pope Park area may be made by calling Equipment Rental at extension 394-4730. Reservations will be accepted on a "first come, first-served" basis. There will be a charge for reservations.
- 3.2. Equipment Rental will maintain a roster showing the name of the organization reserving each area, the name and phone number of the individual making the reservation, date and time the area will be occupied, and the number of people attending. Small groups and individual Air Force families may use the area without making reservations but they must be prepared to vacate the area and honor the reservations when those individuals/groups arrive. There will be a permanently designated area open for casual use. Usage of this area will be on a "first come, first-served" basis. The softball field located in the picnic area cannot be reserved, but is on a "first-come, first-use" basis. When using the softball facility normal safety procedures will be followed.
- 3.3. For organizational or staff parties, the reservations will be made by the organizational representative by coming to Equipment Rental to fill out a reservation slip. The fee for park reservation will be waived one time per calendar year per squadron/unit. The commander or first sergeant must submit a letter to Equipment Rental requesting the waiver.
- 3.4. Organizations can check out sporting equipment at Equipment Rental, 394-4730. There is a small fee for sporting equipment.

3.5. All personnel and organizations using the facility are responsible to police their respective areas prior to leaving. Failure to comply with good housekeeping practices will result in being restricted from further use of the facility.

3.6. Usage of playground will be on a “first-come, first-served” basis except for the Child Development Center and the picnic area. The Child Development Center playground is restricted to patrons. Personnel or groups utilizing the picnic area have priority in areas they have reserved.

3.7. Ball diamond reservations will be made at the Fitness Center. Varsity and intramural scheduled games have priority over practice or exhibition games. Baseball Field #5 and adjacent volleyball area may be reserved. Call Fitness Center, 394-2671, for specifics.

#### **4. Rules:**

4.1. All vehicles will be parked in the area provided. Camping and tents are prohibited unless approved by the 43d Mission Support Group Commander (43 MSG/CC).

4.2. Athletic games will be played in areas provided.

4.3. Extreme care will be taken when using matches, fire or when smoking.

4.4. All grills will be extinguished 30 minutes prior to departure of user.

4.5. Users will clean their area, including tables(s), prior to departure. All trash, food and bottles will be disposed of in the containers provided.

4.6. Pets on the picnic grounds must be leashed and the owner is responsible for clean-up.

4.7. Parents are responsible for the conduct and safety of their children at all times. Host personnel are likewise responsible for any guest.

4.8. Equipment will be used for the purpose for which it was designed.

4.9. Bicycles, skates and skateboards are permitted in playground equipment areas.

4.10. Glass beverage containers are not permitted in the sports field environment to include the stands. No beverage containers of any type are permitted on the playing fields. The privilege of consuming beverages in the stands and in the vicinity of sports fields is granted on the condition that the containers are properly disposed of prior to leaving the area.

4.11. Point of contact for the fitness trail regarding usage, maintenance, etc., is the Fitness Center.

#### **5. Participating Priority:**

5.1. The following order of priorities for participation in use of the outdoor recreation areas is established:

5.1.1. Active duty military assigned to the installation and their family members.

5.1.2. Other active duty Air Force military personnel, including members of reserve components while on active duty for training and family members.

5.1.3. Active duty military members of other DoD components not assigned to the installation and their family members.

5.1.4. Retired military personnel and their family members.

5.1.5. Members of reserve components while on inactive duty for training, eligible surviving spouses of deceased US Armed Forces personnel, DoD civilians and their family members.

5.1.6. Others who directly support Air Force mission requirements are determined by the 43 MSG/CC.

5.2. Guest have the same priority as their sponsors.

FRANK J. KISNER, Colonel, USAF  
Commander